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USAF Declass/Release Instructions On File

DEPARTMENT OF THE AIR FORCE
1130TH AEROSPACE TECHNICAL DEVELOPMENT
AND TRAINING GROUP
Edwards Air Force Base, California 93523

ATTG Reg 35-3

12 March 1974

Military Personnel

LEAVE

This regulation insures that all military personnel are afforded the opportunity to utilize maximum available leave time and to establish procedures for processing leave applications.

1. Policy. Section Chiefs will personally monitor the leave plans of personnel under their jurisdiction, endorsing leave requests so as not to conflict with work schedules. All leave requests are subject to final approval of the Commander.
2. Procedures. Section Chiefs will maintain a leave roster of all personnel under their supervision. This listing will indicate the leave plans of his personnel and will be maintained for the current military leave year. The following procedures will be followed when applying for leave authorizations.
 - a. AF Form 988 (Leave Request/Authorization) will be used in applying for leave and will be initiated by the NCOIC, Military Personnel. Authorization for leave will be requested not later than five days prior to effective date of leave, unless of an emergency nature.
 - b. Forms will be signed by the individual and required section chief and returned to the Personnel Office for approval by the Commander and for official authentication.
 - c. Individuals will sign out by phone from their local residence or in the Personnel Office. Actual departure date will agree with those authorized on the leave authorization.
 - d. The original copy of the AF Form 988 will be returned to the individual and will be carried at all times while on leave.
 - e. Individuals will sign in at the Personnel Office upon return from leave.


ROGER L. COOPER, Colonel, USAF
Commander

Supersedes ATTG Reg 35-3, 14 Jan 72. (Procedure for signing out on leave changed (para 2c).

OPR: PERS

DISTRIBUTION: X

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